



Human Resources

DATE POSTED: February 18, 2005

REQ. # 05-051

NOTICE OF JOB OPENING
ST. LUCIE COUNTY BOARD OF COUNTY COMMISSIONERS
EQUAL OPPORTUNITY EMPLOYER

2300 Virginia Avenue Fort Pierce, Fl. 34982 – 5652

Telephone (772) 462-1546 Jobline (772) 462-1967

<http://co.st-lucie.fl.us>

This position will remain posted for at least five (5) working days from 02-18-05 TO 02-24-05.

DEPARTMENT/DIVISION
LIBRARY - FORT PIERCE
POSITION AVAILABLE
LIBRARY TECHNICAL ASSOCIATE I
OF OPENINGS
1
STARTING SALARY
\$9.69 / hour
COMMENTS
Position performs derivative cataloging for print and non-print materials following national standards for bibliographic description. Position includes trouble-shooting network and computer problems which arise during the workday and possibly weekends. Processes library materials. Understanding of MARC record is extremely important. Position is Monday - Friday, 8am-5pm at the Fort Pierce Branch Library.
VETERANS PREFERENCE
It is the policy of St. Lucie County to give preference to eligible veterans and spouses of veterans in appointment and retention in county employment positions in accordance with Chapter 295, Florida Statutes, and Chapter 22VP-1, Florida Administrative Code. Copies of Chapter 295 and Chapter 22VP-1 are available for review in the Human Resources Department.

JOB CODE: 852
PAY GRADE: 8
SALARY : \$9.69 - \$15.01
LIBRARY TECHNICAL ASSOCIATE I

MAJOR FUNCTION: Complex and responsible technical and related work in the operation of the Section or Division.

KNOWLEDGE, ABILITIES AND SKILLS NEEDED TO PERFORM THE ESSENTIAL JOB FUNCTIONS OF THE POSITION:

Knowledge: Knowledge of cataloging and processing practices and procedures. Basic knowledge of MARC format and national cataloging standards.

Abilities: Ability to establish and maintain effective working relationships as necessitated by work assignments. Ability to input data into a computer terminal. Ability to operate library processing equipment and printers.

ESSENTIAL JOB FUNCTION: Performs derivative cataloging for print and non-print materials following national standards for bibliographic description. Inputs bibliographic and item records in the automated cataloging utility or directly into the online library database. Assists in the day-to-day in-house operations for automated report generation for statistical and managerial purposes. Maintains library system printer. Assists in the preparation of orders for operational supplies and monitoring inventory. May occasionally assume supervisory responsibility when needed. Processes library materials. Performs related work as required.

ESSENTIAL PHYSICAL SKILLS: Constant use of good near vision. Occasional walking and standing. Ability to lift occasionally 30 pounds. Ability to push fully loaded book carts.

ENVIRONMENTAL CONDITION REQUIREMENTS: Constant work inside the library facility in a sedentary position. Some areas of the library facilities have high dust levels, which may cause allergic reactions.

WORK HAZARDS: Possible vision dysfunction due to heavy computer work.

EDUCATION: Graduation from high school or possession of an acceptable equivalency diploma. Two (2) years college or successful completion of the IRCC Library Technical Assistant Program preferred.

EXPERIENCE: Two (2) years' library or relevant experience, preferably with an automated system. Data entry experience preferred. A comparable amount of training or experience may be substituted for the minimum qualifications.

LICENSE, CERTIFICATION OR REGISTRATION: Florida Driver's License may be required.

Union	Non-Union ✓	Exempt	Non-Exempt ✓
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